

	Portales Police Department Standard Operating Procedure & Policy	SOP #	203.01
		Date Revised:	
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1700 N. Boston St. Portales NM, 88130	Organized Crime and Vice Control	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

The responsibility for vice, drugs and organized crime investigations rests with members of the Criminal Investigation section of the Police Division.

II. DEFINITIONS

- A. Vice may involve prostitution, illegal use/sale of alcoholic beverages, and the distribution/sale of obscene and pornographic materials.
- B. Drugs: focuses on the distribution/sale of illegal and controlled substances.
- C. Organized Crime: address unlawful activities by members of organized groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit, or engage in supplying illegal goods and services-prostitution, drugs, liquor, weapons or other unlawful conduct that may include intimidation or corruption.

III. PROCEDURES

- A. When information is received from any source, the information will be forwarded to the Narcotics Sergeant. The information will be assigned to an investigator. Any investigation will be documented.

All reports on active vice, drug and organized crime investigations will be securely filed and maintained separately from central records until such a time the case is considered closed either through an arrest or issuance of a warrant. At that time the case file will be transferred to central records.

The Chief of Police will be kept informed of any activity regarding vice, drugs or organized crime investigations.

- B. All Detectives will be trained in field testing of various suspected narcotics.
- C. The detective assigned to the case will be responsible for testing all narcotics placed into evidence.

- D. The Evidence Technician will also be responsible for conducting narcotic destructions.
- E. Information determined to be necessary for patrol operations is disseminated at patrol briefings as soon as possible.

IV. SURVEILLANCE EQUIPMENT

- A. The Department maintains specialized equipment that can be used to support special investigations.
- B. Specialized equipment includes, but is not limited to:
 - 1. Visual monitoring equipment;
 - 2. Surveillance vehicles;
 - 3. Audio transmitters and recorders;
 - 4. Portable radios;
- C. None of this equipment is used without prior knowledge of a Detective Sergeant, with the exception of the wire tap equipment which is utilized only with the permission of the Chief of Police and in accordance with Federal guidelines.
- D. A sign-out log monitoring the use of any of the above listed equipment is completed. This log contains the following information (if the above items are not standard issue).
 - 1. Case number;
 - 2. Suspect(s) information;
 - 3. Date and time; and
 - 4. Investigator's name.

V. SURVEILLANCE OPERATIONS

- A. Organized surveillance operations may be conducted in the normal course of an investigation.
- B. When an investigator believes that surveillance would aid an investigation, he/she will contact his/her supervisor with all pertinent information and the supervisor will then take control of any surveillance operation.
- C. Personnel are responsible for analyzing victims, crimes and locations to determine necessary facts to enhance the likelihood of success for the operation. Identifying and analyzing suspects may be accomplished by police reports, intelligence information, and patrol observation.
- D. Officers should familiarize themselves with the target area when possible. Items of importance could be location and type of buildings street layouts type of populations and size of the area.

E. The following equipment should be available:

1. Weapon(s);
2. Handcuffs;
3. Portable radio(s); and
4. Police insignia.

F. For an extended operation, the supervisor should provide an adequate relief schedule and food for officers.

VI. UNDERCOVER OPERATIONS

- A. When undercover operations are conducted a code name or case number will be assigned to the operation for recording purposes.
- B. Informants, citizen complaints, intelligence information, patrol observations and other information sources are used to identify and analyze suspects.
- C. Undercover contacts may be made using an informant who introduces the suspect to the undercover officer. The officer can then frequent areas where the illegal activity takes place. When possible, other officers should become familiar with the neighborhood or target area before the operation takes place. No undercover officer will conduct undercover operations without a surveillance team.
- D. An officer may be provided with alias identification when necessary. The Detective Lieutenant/Sergeant maintains all records on alias identification and is responsible for let loose of any information in that regard
- E. The Detective Lieutenant/Sergeant determines what safeguards should be established for the particular operation.
- F. Department personnel should not approach, or in any way identify an undercover officer as a police officer in the event of contact.
- G. If any department employee becomes aware of an undercover operation or the identification of any officer involved, they will not discuss any information obtained unless specifically asked by a supervisor.
- H. The Detective Lieutenant/Sergeant determines the amount of supervision necessary for the operation. This decision is based on type and length of the operation, number of personnel involved and experience/training of personnel.
- I. Specific operational procedures for arrests are determined by the Detective Sergeant. This includes coordination of arrests, providing for adequate backup officers and for the collection of evidence.
- J. The District Attorney should be consulted on legal ramifications arising from the operation.

- K. During the course of an operation all records will be maintained separately from central records. The Detective Sergeant will determine the process for maintaining records of confidential operations and investigations. The Detective Sergeant is responsible for the maintenance and integrity of all case related documents or items of cases of a confidential nature.
- L. Any evidence which needs to be tagged and logged may use the above mentioned number.
- M. At the completion of the operation a block of crime report numbers is acquired from the Records section and the reports are then filed in the central records system.
- N. Prior to an undercover operation beginning, the Detective Sergeant will ensure that any undercover officer has met minimal standards of training including firearms qualifications, use of force, search and seizure, field testing of narcotics, criminal law and courtroom testimony and specific undercover operations training as set by Department policy.
- O. The Detective Lieutenants/Sergeant will ensure that the Chief of Police is kept abreast of any developments by reporting such on at least a monthly basis.

VII. RAID OPERATIONS

- A. Raid operations may be defined as the execution of any search warrant, service of arrest warrants in a high risk situations or the execution of arrest warrants as the result of undercover operations. The Chief of Police will authorize the use of force in raid operations (i.e., use of tactical response team for entry).
- B. The case investigator is in charge of on-scene operations and is responsible for conducting a briefing for the purpose of making position assignments and informing participants of any potential hazards, etc.
- C. Strategies for the raid should include, but not be limited to:
 - 1. Specific personnel assignments to cover all entrances and exits from the target area.
 - 2. Specific personnel assignments for the entry team and for suspect security.
 - 3. Specific information such as target address, suspect information and proper radio channel is known to all raid team members. Telecommunications will be advised of the channel which will be utilized by raid team members.
- D. All members of the entry raid team shall wear protective body armor, insignia which clearly identifies them as a police officer and a weapon. Other equipment which should be readily available includes:

1. Handcuffs;
 2. Portable radios;
 3. IFAK/Tourniquets
 4. Specialized equipment.
- E. When entry has been made, designated officers will receive specific areas to search depending on the scope of the warrant. All contraband and evidence is secured by a designated evidence officer. Search team members use reasonable care to minimize property damage.
- F. The Communications Center is made aware of the location and participants.
- G. When executing warrants in another jurisdiction, the appropriate law enforcement agency is contacted for assistance.
- H. Once the entry team announces their intent and there is no response within a reasonable amount of time or the team believes evidence is being destroyed, the team is authorized to use reasonable force to gain entry. If the suspects resist, officers are authorized to use reasonable force to protect themselves or others from death or serious injury.
- I. If an officer, suspect or other person is injured, medical aid is summoned as soon as possible. The Detective Sergeant is notified and appropriate documentation of the incident is made.
- J. All suspects are brought to a specified area and secured by the cover team. The suspects are provided with a copy of the search warrant prior to the scene being released. Arrested persons are transported to the Roosevelt County Detention Facility, or other designated Detention Facility.

VIII. FORFEITURES OF SEIZED PROPERTY

- A. Seized property that is subject to forfeiture is pursued in accordance to federal and state law.
1. Forfeiture cases are filed through the District Court or Federal Courts. Forfeiture documents are completed by the assigned investigator and filed by the investigator.
 2. The completed forfeiture documents are submitted for supervisory approval. A copy is maintained with the case report while the original is submitted to the District Attorney or the Federal Agency assisting in the investigation.
 3. The seized property is held by the Evidence Section pending final disposition by the court.
 4. The Chief of Police is responsible for monitoring the proceeds from forfeited assets assuring all assets are processed according to Federal and State laws.

